

NOTICE OF FUNDING AVAILABILITY

Community Development Block Grant Program
General and Native American Allocation
January 2000



STATE OF CALIFORNIA

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Division of Community Affairs
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INTRODUCTION

1. NOTICE OF FUNDING AVAILABILITY

The Department of Housing and Community Development (Department) announces the availability of approximately \$24 million for the 2000 funding cycle of the State Community Development Block Grant (CDBG) Program. This NOFA applies only to funding for the General and Native American Allocation. There are two separate Funding Notices for the Economic Development and Planning/Technical Assistance Allocations. Contact the Program Secretary for information about those notices.

NOTE: The Application Package for 2000 CDBG funds is a separate document. **IF YOU ARE INTERESTED IN APPLYING FOR FUNDS, YOU MUST REQUEST THE APPLICATION PACKAGE FROM THE CDBG PROGRAM.** To obtain an application package, please fax or mail the form attached at the end of this NOFA or call the Program Secretary. Use of the form is encouraged to assure accuracy of mailing information.

Authorizing legislation and regulations. The Program is authorized by the Housing and Community Development Act of 1974 (the “Act”) as amended¹, and Subpart I of the Federal Community Development Block Grant regulations.² The requirements of the State Program are in the State CDBG Regulations, Title 25 of the California Code of Regulations, Section 7050, et seq.

2. CHANGES FOR THIS YEAR

The 2000 funding cycle and application process will be generally similar to the 1999 funding round. Changes are highlighted below. For more detailed information on these changes, applicants may contact a program representative and/or attend an Application Training Workshop which will be given in several locations around the state in January (see Section 9).

- State objectives. For the program year 2000, State objectives bonus points will be available as follows:
 - **Infrastructure Proposals:** Up to 25 points will be awarded for public works and new construction projects providing public infrastructure in support of housing.
 - **Welfare-to-Work Activity Proposals:** Twenty five points will be awarded for applications proposing to use CDBG funds to facilitate the welfare-to-work transition for

¹ Title I of the Housing and Community Development Act of 1974 as amended. 42 U.S.C. 5301 et seq., Federal Omnibus Budget Reconciliation Act of 1981 (Public Law 97-35).

² 24 CFR, Part 570, Subpart I.

CalWORKs recipients. The proposed activity must directly address a barrier to employment or provide employment opportunities for recipients. Barriers include lack of child care, transportation services, job training, mental health and substance abuse treatment, domestic violence counseling, housing coordination, or other activities targeted to the economic mainstreaming of CalWORKs recipients. Collaboration with County welfare programs must be demonstrated in the application and at least 90 percent of the beneficiaries of the proposed activity must be CalWORKS recipients.

- **Farmworker Housing/Health Services:** Up to 25 points will be awarded to proposals which facilitate the construction of permanent housing for farmworkers or proposals which facilitate the provision of health services in combination with migrant or permanent farmworker housing.
- **Capacity Building:** Up to 25 points will be awarded to jurisdictions that applied for CDBG funding but fell below the funding cut-off in the 1999 General allocation competition. The activity applied for does not have to be the same as the 1999 proposed activity. Up to 35 points will be awarded to applicants who applied at least two times in the last four years (1996 to 1999) in the General allocation and who were not funded in the General allocation in the last four years.

3. APPLICATION TIMELINES

a. Key dates:

NOFA release:	December 23, 1999
Application release:	January 5, 2000
Applications due to HCD:	April 14, 2000
Self-certification of housing element status due to HCD:	June 9, 2000
Awards announced:	July 1, 2000

b. Application Deadline: April 14, 2000. Applications must be received at the department by 5:00 p.m., or postmarked with the deadline date.

c. Number of copies: Original and 1 copy, with all required attachments. **Submit an additional copy of the application summary form.**

d. Mail to: State Community Development Block Grant Program
California Dept. of Housing and Community Development
P.O. Box 952054, MS 390-2
Sacramento, CA 94252-2054

Deliver to: 1800 Third Street, Room 390
Sacramento, CA 95814

- e. For further information.

Please call a CDBG field representative or the CDBG Program Secretary at (916) 445-6000; fax number (916) 323-6016.

FUNDING GUIDELINES

4. FUNDING LIMITS

a. Maximum award limits.

- a combined total of \$800,000 per year under both the General and Economic Development components¹
- \$500,000 per application, per year, for the General and Economic Development components²
- \$35,000 per year for the General and \$35,000 per year for the Economic Development Planning and Technical Assistance components³
- up to the amount available for the Native American Allocation⁴

b. Limited number of awards/competitive applicant pool.

In the 1999 funding cycle, the Program received 79 applications and made 56 awards. Consistent with the nature of a competitive application process, there is no assurance that

¹ Not counted toward this total are awards for Planning and Technical Assistance, Colonias, and the Native American Allocation.

² Jurisdictions may request \$1 million in a single application for a single project. Such an application would be funded under the following conditions:

- a) if the nature and scope of the project are such that the expenditure of the \$500,000 single-year limit would not be sufficient to meet a national objective.
- b) the Program would award the \$1 million over a two-year period.

Applicants who apply for more than \$500,000 must demonstrate why their program or portions of it cannot be completed in segments of \$500,000 or less. Cost savings alone is not an acceptable basis for a two-year funding award.

³ Applicants may apply for up to two General and two Economic Development P/TA grants, for a combined per year total of \$70,000. Within each component, the cumulative total of the two applications may not exceed \$35,000, i.e., there is a maximum of \$35,000 for General and a maximum of \$35,000 for ED.

⁴ Native American Allocation. The total amount available under the Native American Allocation is approximately \$500,000. This does not count against the \$800,000 General and Economic Development limitations. Applicants may apply for the full amount of available funding. These funds are available for eligible activities in areas with concentrations (at least 51 percent) of Native American Indians not federally recognized as an Indian tribe or rancheria.

each application will be funded. Those that are funded are those that best meet the State's Program objectives.

5. ELIGIBLE APPLICANTS

THRESHOLD FACTOR: Applicants please take note of the following threshold factor. An application must meet the following condition to be accepted for consideration for funding:

The applicant shall have resolved any audit findings or performance problems for prior State CDBG grants awarded under this program. The Department may waive this requirement when such problems or findings result in no obligation to return funds to the grantor, arrangements satisfactory to the grantor have been made for repayment or performance, or a formal action to resolve the matter has been taken.

Some jurisdictions may be held out from receiving funds if they received a performance findings letter. If you have received such letter or are unsure of your status, contact your field representative for further guidance.

Cities and counties. In general, incorporated cities under 50,000 in population and counties with an unincorporated area population of under 200,000 persons are eligible to participate in the State CDBG Program. Eligible cities and counties may apply for funds under each Program component. The following exceptions apply:

- a. If a city under 50,000 population has entered into a three-year urban county Cooperation Agreement, that city cannot participate in the State CDBG Program until the expiration of the Agreement.
- b. If a city under 50,000 population has been declared the central city of a Standard Metropolitan Statistical Area, it cannot participate because it is entitled to receive CDBG funds directly from the U.S. Department of Housing and Urban Development (HUD).

Native American Allocation--Eligible Areas. Only eligible cities and counties may apply for these funds on behalf of these non-recognized communities. Eligible jurisdictions may apply for these funds in addition to any other CDBG application submitted during a given program year without invoking the program funding caps. Jurisdictions are encouraged to include activities benefiting Native American communities in their application for CDBG funds.

See Appendix A for a listing of the eligible cities and counties. This Appendix also provides the poverty index for each jurisdiction. Appendix B is a listing of the eligible Native American areas.

6. ELIGIBLE ACTIVITIES

The six major activity categories are:

- Housing New Construction
- Housing Acquisition
- Housing Rehabilitation
- Community Facilities
- Public Works
- Public Services

Please refer to Appendices C through H for what constitutes eligible activities and other information about these major categories.

Additional activities:

Under certain limited circumstances, additional activities may be eligible. Applicants should call Program staff to clarify the eligibility of proposed activities.

7. PROGRAM ADMINISTRATION COSTS

a. General Administration Expenses.

Grantees are restricted to a budget of up to 7.5 percent of the total grant amount for reasonable general administration expenses related to carrying out the CDBG program. General administration costs include staff and related costs required for overall program management, coordination, monitoring, reporting, and evaluation.

b. Activity Delivery Expenses.

A portion of the grant award may be used to pay for the actual costs associated with the “delivery” of the proposed activity. Activity delivery includes costs associated with staff and overhead directly involved with carrying out the activity.

Activity Delivery costs vary, depending on the activity category. As a general guideline, the cost of activity delivery has been:

Housing--Rehabilitation:	up to 18 percent of the activity
Community facilities or public works invoking labor standards	up to 12 percent of the activity
All other activities:	up to 8 percent

For all categories, if the percentages exceed these amounts, applicants should provide an explanation and justification of the higher amounts.

APPLICATION REVIEW AND SCORING

8. EVALUATION CRITERIA AND SCORING POINTS

Staff rates the applications according to criteria in the State Program Regulations. Applications are given quantitative ratings and ranked against each other. In rating joint applications, information for the combined needs of all participating localities is used to evaluate these applications. The scoring criteria may be found in the Regulations, Sections 7078.1 through 7078.7. The maximum possible score is 1,000. Points are divided among seven scoring groups.

Evaluation Criterion and Description	Maximum Points
Poverty Index: Applicants are compared in terms of the percentage of their population with incomes below the poverty level. This measure is taken within a designated target area where the activity is proposed for a target area. 1990 census data are used.	100 Points
Targeted Income Group Benefit: Activities proposed for funding are allocated points based on the percentage of beneficiaries who earn 80 percent or less of the county's median income, adjusted by household size.	300 Points
Need for Activity: Points are assigned based on the application's documented relative community need, by type of activity, for the proposed program and the extent to which the proposed activity will address the identified need. See Appendices C through H for need indicators for each type of activity.	200 Points
Prior Performance Operating CDBG Grants: Applicants are rated on their performance in administering prior (1996, 1997, 1998) CDBG non-economic development grants. Performance factors include: timeliness of grant fund expenditure; expenditures of committed leverage; timeliness of close-out submittals and reporting ; timeliness resolving any outstanding monitoring or audit findings. <u>New Applicants:</u> Applicants who have not had a G/NA grant during the funding years 1996, 1997, and 1998 will receive full points under "Performance".	150 Points

Evaluation Criterion and Description (cont'd)	Maximum Points
Capacity: Applicants with open grants for the funding years 1996, 1997, and 1998 are evaluated on their ability to administer the activities proposed for CDBG funding based on their experience on past grants. New applicants will be evaluated on their application's documenting they have adequate in-house staff capability and experience or that they will contract with a subcontractor with the capacity and experience to administer the CDBG funds.	150 Points
Leverage: Points are awarded based on documented commitments of additional funding for the proposed project or program.	50 Points
State Objectives: Bonus points are awarded to applications addressing one or more state objectives. See page 1, "Changes for this Year" for a complete description.	50 Points
TOTAL POINTS AVAILABLE	1,000 Points

9. APPLICATION TRAINING WORKSHOPS

The Department will present one-day information workshops in several locations around the State. The workshops will be held after the Application Package is sent to interested parties. The workshops will include a brief overview of the State Program, a discussion of the application evaluation criteria, and general information regarding the major federal and State overlay requirements which may affect funded projects.

Eligible applicants who wish to attend a workshop should review this NOFA and the Application Package and come prepared with questions and ideas for preparing an application. Information about the workshop dates, times, and locations is included in the cover memorandum.

10. APPLICATION REVIEW PROCESS

The Department will review, rate, and rank each application. During the initial review process, CDBG staff may contact applicants about the location of information within the application, but during such contacts, applicants will not be permitted to add to their application. Any such contacts will be scheduled after the Department has completed its preliminary review.

The Department will evaluate and fund applications based on all the activities in the application with the following exceptions:

- a. Ineligible activity. If an activity within an application is found to be ineligible, the Department will delete the ineligible activity and rate and rank the balance of the activities in the application. Applicants are encouraged to discuss their proposed activities with the Program staff prior to submitting an application.

- b. Funded only by program income. If an applicant proposes an activity whose sole source of funding is program income, CDBG will not score that activity.
- c. 10 Percent Complementary set-aside. Any activity may request up to 10 percent of the requested activity funds for CDBG-eligible activities complementary to that activity. Each complementary activity must meet the applicable federal CDBG requirements including TIG benefit, federal environmental review, federal labor standards, and citizen participation requirements. The 10 percent complementary activity will not be competitively rated.

AWARD ANNOUNCEMENTS AND PROCESSING

11. AWARD ANNOUNCEMENTS

Awards will be announced on July 1, 2000. All applicants will be notified by mail as to the outcome of their application.

NOTE: As a condition of receiving an award, the Department will require applicants to submit a self-certification by June 9, 2000 that the housing element is in procedural compliance with state housing element law. The Department will not award funds to any applicant who has not submitted the self-certification by that date. The self-certification must be received by HCD, not postmarked, by June 9th. No extensions will be granted beyond this date.

Unfunded applications/exit interviews.

After awards are announced, applicants who are not awarded funds are encouraged to schedule meetings with the CDBG representative to discuss their application and how to improve applications for future funding cycles. CDBG staff will also meet with successful applicants who wish to review their applications.

12. AWARD PROCESSING

All funded applications will be processed through a standardized Grant Agreement. The Agreement will contain information about the terms and special conditions of the award. Special conditions will have to be met within 90 days of the Agreement's execution. If the conditions are not met, the Department will terminate the Agreement. Applicants are not permitted to incur any grant-related costs prior to the State's execution of the Agreement and the applicant's satisfactory completion of any required special conditions. Information about processing times and authorization requirements will be provided at the time the Agreement is sent to the grantee.

13. GRANT MANAGEMENT WORKSHOPS AND PROGRAM MONITORING

All funded applicants will be invited to a Grant Management Workshop in the fall of 2000. At these workshops, CDBG staff will provide information about the day-to-day management of the grant and the various Federal overlay requirements for which all grantees will be monitored. For current information, refer to the 1999 CDBG Grant Management Manual.

PROGRAM REQUIREMENTS

14. STATE REQUIREMENTS

The CDBG Program is a federally-funded program that is administered in California's small cities and counties by the Department (HCD). Within State Statute and Regulations, HCD has established the following program requirements:

a. Targeted Income Group (TIG) Benefit

All projects funded through the CDBG General Allocation shall principally benefit the Targeted Income Group. At least 51 percent of the beneficiaries shall be TIG persons. Targeted Income Group, which includes "Lowest Targeted Income Group (LTIG)," is based on county income limits provided annually by HCD. Targeted Income Group households have incomes that are 80 percent or less of the adjusted area median family income. Lowest Targeted Income Group is 50 percent of the adjusted area median family income.

In addition to this State provision, federal regulations mandate that no activity or portion of a program may exclude LTIG from its benefit.

b. Native American Allocation

An amount equal to 1.25 percent of the total State Program funds is to be granted to eligible cities and counties to be used in identifiable geographic areas with concentrations (at least 51 percent) of Native American Indians not recognized as an Indian tribe by the Housing and Community Development Act of 1974.

c. Housing

Not less than 51 percent of the total State CDBG allocation must be used to provide or improve housing opportunities for the Targeted Income Group. Construction of infrastructure directly related to providing or improving housing opportunities for the Targeted Income Group will meet this requirement.

d. Housing Element Compliance

At the initial stage of application, CDBG will not reject an application based on either the content of the housing element or the Department's findings on the element, except as may otherwise be provided in Section 50830 of the Health and Safety Code.

The requirements for award of grant funds are in Section 7056(b)(1) of the Program's Regulations. Housing element compliance requirements are in the Government Code, Title 7, Division 1, Chapter 3, Article 10.6, beginning with Section 65580.

e. Growth Control

Pursuant to Health and Safety Code Section 50830, no city or county is eligible to receive CDBG funds if the city or county has adopted a general plan, ordinance, or other measure which directly limits, by number, the building permits that may be issued for residential construction, or the building lots which may be developed for residential purposes.

However, this provision shall not be applicable to:

- 1) an ordinance adopted by a city or county which does any of the following:
 - a) imposes a moratorium to protect the public health and safety on residential construction for a specified period of time if, under the terms of the ordinance, the moratorium will cease when the public health and safety is no longer jeopardized by the construction;
 - b) creates agricultural preserves under Chapter 7 (commencing with Section 51200) of Part 2 of Division 1 of Title 5 of the Government Code; or
 - c) was adopted pursuant to a specific requirement of a State or multi-State board, agency, department, or commission; or
- 2) a city or county which has a housing element that the Department has found to be adequate pursuant to subdivision (c) of Section 65585 or Section 65586 of the Government Code at the time the city or county applies for funds under the State CDBG Program, unless a final court order has found that such housing element is not in compliance with Article 10.6 (commencing with Section 65580) of Chapter 3 of Division 1 of Title 7 of the Government Code.

f. Performance Criteria

The Program will evaluate performance with prior grants to ensure that the intended benefits from these funds are realized by the beneficiaries.

g. Serious Need

The Program seeks to ensure that the most serious community development needs in the State are addressed.

15. PUBLIC HEARINGS

CDBG Regulations require that two public hearings be held before the jurisdiction submits an application to HCD. The first hearing must be held during the program design stage. The second must be held before the application is sent to HCD. See Appendix I for more information about the public hearings requirement. The program will monitor all funded applications for this requirement, including the commitment shown to citizen participation.

16. PUBLIC RECORDS ACT

Applications and grant agreements are public information and are available for review by the public. Applicants are advised that information submitted to the State may have to be made available to the public under the State Public Records Act unless an exemption under this Act applies to the information submitted and the applicant establishes a valid claim of confidentiality under such exemption.

17. RELOCATION NOTICE

The federal requirements relating to acquisition and relocation assistance are a major consideration for eligible CDBG applicants. Jurisdictions who receive federal funds in the form of a CDBG grant are required to inform all potential program recipients, **prior to program recipients' submitting an application for assistance from CDBG funds**, of the potential for relocation as a result of the federally-funded project, and of the potential recipients' rights to relocation assistance in the event relocation is triggered by the funded activity. Applicants may wish to seek legal counsel and consult the Code of Federal Regulations, 24 CFR 570.496a and 49 CFR, Part 24 (Uniform Relocation Act) for applicable laws. If any jurisdiction has a specific project in mind that may involve acquisition and/or relocation, contact a CDBG field representative for further guidance prior to submitting the CDBG application.

18. PROCUREMENT

The Department will monitor for procurement of goods and services and will seek to assure that equal opportunity provisions have been included in all procurement procedures.

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APPENDIX A: Eligible Jurisdictions with Poverty Index, CDBG Field Representatives, and Telephone Numbers

<u>Jurisdiction</u>	<u>Persons in Poverty²</u>	<u>Field Representative</u>	<u>Telephone #</u>
ALPINE COUNTY ¹	18.1	Allen Jones	327-3755
AMADOR COUNTY	7.9	Allen Jones	327-3755
Amador City	12.0	Allen Jones	327-3755
Ione	9.7	Allen Jones	327-3755
Jackson	9.2	Allen Jones	327-3755
Plymouth	9.0	Allen Jones	327-3755
Sutter Creek	9.3	Allen Jones	327-3755
BUTTE COUNTY	19.6	Wendy Ross	324-4522
Biggs	18.1	Wendy Ross	324-4522
Gridley	17.3	Wendy Ross	324-4522
Oroville	27.9	Wendy Ross	324-4522
CALAVERAS COUNTY	10.1	Harry Faris	324-9333
Angels Camp	10.6	Harry Faris	324-9333
COLUSA COUNTY	10.9	Wendy Ross	324-4522
Colusa	10.7	Wendy Ross	324-4522
Williams	15.9	Wendy Ross	324-4522
DEL NORTE COUNTY	14.0	Stuart Baker	322-0921
Crescent City	22.5	Stuart Baker	322-0921
EL DORADO COUNTY	6.2	Harry Faris	324-9333
Placerville	11.9	Harry Faris	324-9333
South Lake Tahoe	12.8	Harry Faris	324-9333
FRESNO ³			
Fowler	15.9	Larry Davis	322-9864
Huron	44.5	Larry Davis	322-9864
Mendota	39.1	Larry Davis	322-9864
San Joaquin	36.1	Larry Davis	322-9864
GLENN COUNTY	14.3	Rhoda Moser	327-3613
Orland	20.5	Rhoda Moser	327-3613
Willows	22.2	Rhoda Moser	327-3613

1. Figures for County entries are for unincorporated areas only.

2. Data source: 1990 Census

3. Indicates counties that participate in the HUD CDBG Entitlement Program, and are not eligible to compete for funding under the State CDBG Small Cities Program. Only the cities listed under the asterisked counties are eligible to compete for State CDBG funding.

HUMBOLDT COUNTY	15.8	Stuart Baker	322-0921
Arcata	28.1	Stuart Baker	322-0921
Blue Lake	14.3	Stuart Baker	322-0921
Eureka	18.7	Stuart Baker	322-0921
Ferndale	7.6	Stuart Baker	322-0921
Fortuna	12.0	Stuart Baker	322-0921
Rio Dell	20.5	Stuart Baker	322-0921
Trinidad	4.4	Stuart Baker	322-0921
IMPERIAL COUNTY	28.5	Mimi Kawaguchi	327-3644
Brawley	24.3	Mimi Kawaguchi	327-3644
Calexico	32.3	Mimi Kawaguchi	327-3644
Calipatria	28.8	Mimi Kawaguchi	327-3644
El Centro	23.3	Mimi Kawaguchi	327-3644
Holtville	20.9	Mimi Kawaguchi	327-3644
Imperial	13.7	Mimi Kawaguchi	327-3644
Westmorland	26.3	Mimi Kawaguchi	327-3644
INYO COUNTY	11.1	Allen Jones	327-3755
Bishop	15.3	Allen Jones	327-3755
KERN COUNTY ³			
Maricopa	9.0	Sharon Fluery	327-3621
Ridgecrest	7.2	Sharon Fluery	327-3621
Taft	8.7	Sharon Fluery	327-3621
KINGS COUNTY	19.2	Harry Faris	324-9333
Avenal	28.6	Harry Faris	324-9333
Corcoran	24.2	Harry Faris	324-9333
Hanford	15.7	Harry Faris	324-9333
Lemoore	13.9	Harry Faris	324-9333
LAKE COUNTY	13.5	Larry Davis	322-9864
Clearlake	22.1	Larry Davis	322-9864
Lakeport	10.9	Larry Davis	322-9864
LASSEN COUNTY	11.1	Rhoda Moser	327-3613
Susanville	18.2	Rhoda Moser	327-3613
LOS ANGELES COUNTY ³			
Avalon	15.5	Mimi Kawaguchi	327-3644
Bradbury	16.9	Mimi Kawaguchi	327-3644
Hermosa Beach	5.5	Mimi Kawaguchi	327-3644
Hidden Hills	3.7	Mimi Kawaguchi	327-3644
Industry	13.8	Mimi Kawaguchi	327-3644
Palos Verde Estates	2.3	Mimi Kawaguchi	327-3644
Vernon	30.8	Mimi Kawaguchi	327-3644
MADERA COUNTY	12.2	Larry Davis	322-9864
Chowchilla	18.0	Larry Davis	322-9864
MARIPOSA COUNTY	12.7	Allen Jones	327-3755

MENDOCINO COUNTY	14.3	Rhoda Moser	327-3613
Fort Bragg	12.3	Rhoda Moser	327-3613
Point Arena	19.1	Rhoda Moser	327-3613
Ukiah	13.3	Rhoda Moser	327-3613
Willits	16.9	Rhoda Moser	327-3613
MERCED COUNTY	18.4	Sharon Fluery	327-3621
Atwater	12.6	Sharon Fluery	327-3621
Dos Palos	22.3	Sharon Fluery	327-3621
Gustine	11.4	Sharon Fluery	327-3621
Livingston	21.6	Sharon Fluery	327-3621
Los Banos	19.4	Sharon Fluery	327-3621
MODOC COUNTY	15.6	Stuart Baker	322-0921
Alturas	13.9	Stuart Baker	322-0921
MONO COUNTY	11.2	Allen Jones	327-3755
Mammoth Lakes	8.5	Allen Jones	327-3755
MONTEREY COUNTY	9.6	Larry Davis	322-9864
Carmel	4.1	Larry Davis	322-9864
Del Rey Oaks	1.8	Larry Davis	322-9864
Gonzales	25.2	Larry Davis	322-9864
Greenfield	15.9	Larry Davis	322-9864
King City	14.3	Larry Davis	322-9864
Marina	9.7	Larry Davis	322-9864
Pacific Grove	6.3	Larry Davis	322-9864
Sand City	10.5	Larry Davis	322-9864
Soledad	15.2	Larry Davis	322-9864
NAPA COUNTY	5.3	Larry Davis	322-9864
American Canyon	4.6	Larry Davis	322-9864
Calistoga	8.8	Larry Davis	322-9864
St. Helena	6.6	Larry Davis	322-9864
Yountville	3.1	Larry Davis	322-9864
NEVADA COUNTY	7.5	Wendy Ross	324-4522
Grass Valley	13.8	Wendy Ross	324-4522
Nevada City	10.8	Wendy Ross	324-4522
Truckee	10.8	Wendy Ross	324-4522
ORANGE COUNTY ³			
San Juan Capistrano	7.2	Mimi Kawaguchi	327-3644
PLACER COUNTY	7.4	Susan Kessler	327-3748
Auburn	8.2	Susan Kessler	327-3748
Colfax	10.2	Susan Kessler	327-3748
Lincoln	8.9	Susan Kessler	327-3748
Loomis	5.0	Susan Kessler	327-3748
Rocklin	5.6	Susan Kessler	327-3748
PLUMAS COUNTY	11.1	Susan Kessler	327-3748
Portola	18.7	Susan Kessler	327-3748

RIVERSIDE COUNTY ³			
Canyon Lake	3.4	Mimi Kawaguchi	327-3644
Coachella	24.4	Mimi Kawaguchi	327-3644
Indian Wells	7.6	Mimi Kawaguchi	327-3644
Rancho Mirage	4.0	Mimi Kawaguchi	327-3644
SAN BENITO COUNTY			
Hollister	6.2	Larry Davis	322-9864
San Juan Bautista	11.7	Larry Davis	322-9864
	16.2	Larry Davis	322-9864
SAN LUIS OBISPO COUNTY ³			
Arroyo Grande	8.3	Susan Kessler	327-3748
Morro Bay	10.2	Susan Kessler	327-3748
Pismo Beach	7.5	Susan Kessler	327-3748
SAN MATEO COUNTY ³			
Atherton	4.1	Allen Jones	327-3755
SANTA BARBARA COUNTY			
Buellton	11.0	Susan Kessler	327-3748
Carpinteria	11.1	Susan Kessler	327-3748
Guadalupe	5.9	Susan Kessler	327-3748
Solvang	24.0	Susan Kessler	327-3748
	9.4	Susan Kessler	327-3748
SANTA CRUZ COUNTY			
Capitola	8.3	Harry Faris	324-9333
Scotts Valley	10.0	Harry Faris	324-9333
	3.8	Harry Faris	324-9333
SHASTA COUNTY			
Anderson	12.7	Rhoda Moser	327-3613
Shasta Lake	18.5	Rhoda Moser	327-3613
	13.4	Rhoda Moser	327-3613
SIERRA COUNTY			
Loyalton	10.7	Susan Kessler	327-3748
	5.4	Susan Kessler	327-3748
SISKIYOU COUNTY			
Dorris	11.7	Stuart Baker	322-0921
Dunsmuir	33.6	Stuart Baker	322-0921
Etna	19.4	Stuart Baker	322-0921
Fort Jones	22.5	Stuart Baker	322-0921
Montague	18.1	Stuart Baker	322-0921
Mount Shasta	18.1	Stuart Baker	322-0921
Tulelake	15.1	Stuart Baker	322-0921
Weed	24.5	Stuart Baker	322-0921
Yreka	23.0	Stuart Baker	322-0921
	9.3	Stuart Baker	322-0921
SOLANO COUNTY			
Benicia	7.8	Larry Davis	322-9864
Dixon	5.4	Larry Davis	322-9864
Rio Vista	6.6	Larry Davis	322-9864
Suisun City	8.3	Larry Davis	322-9864
	9.4	Larry Davis	322-9864

STANISLAUS COUNTY	15.0	Harry Faris	324-9333
Ceres	15.5	Harry Faris	324-9333
Hughson	12.2	Harry Faris	324-9333
Newman	19.9	Harry Faris	324-9333
Oakdale	12.6	Harry Faris	324-9333
Patterson	14.5	Harry Faris	324-9333
Riverbank	14.4	Harry Faris	324-9333
Waterford	17.3	Harry Faris	324-9333
SUTTER COUNTY	11.1	Wendy Ross	324-4522
Live Oak	29.1	Wendy Ross	324-4522
TEHAMA COUNTY	12.6	Rhoda Moser	327-3613
Corning	20.0	Rhoda Moser	327-3613
Red Bluff	20.4	Rhoda Moser	327-3613
Tehama	10.5	Rhoda Moser	327-3613
TRINITY COUNTY	18.5	Wendy Ross	324-4522
TULARE COUNTY	23.9	Sharon Fluery	327-3621
Dinuba	22.6	Sharon Fluery	327-3621
Exeter	21.8	Sharon Fluery	327-3621
Farmersville	35.4	Sharon Fluery	327-3621
Lindsay	23.9	Sharon Fluery	327-3621
Woodlake	28.1	Sharon Fluery	327-3621
TUOLUMNE COUNTY	8.8	Allen Jones	327-3755
Sonora	11.9	Allen Jones	327-3755
YOLO COUNTY	14.7	Susan Kessler	327-3748
West Sacramento	18.5	Susan Kessler	327-3748
Winters	11.0	Susan Kessler	327-3748
YUBA COUNTY	20.4	Susan Kessler	327-3748
Marysville	16.4	Susan Kessler	327-3748
Wheatland	16.3	Susan Kessler	327-3748

APPENDIX B

ELIGIBLE NATIVE AMERICAN AREAS

TERMINATED RANCHERIAS: The following terminated rancherias are eligible for the Native American Allocation:

Nevada County:	Nevada City
Plumas County:	Taylorsville
Siskiyou County:	Ruffeys
Yolo County:	Cache Creek

OTHER AREAS: The following areas have never been federally recognized but are areas primarily occupied by Native Americans and are eligible for the Native American Allocation.

American Indian Council of Mariposa County
Antelope Valley Paiute Tribe
Big Meadows Lodge Tribe
Calaveras County Band of Miwok
Carmel Mission Band
Chuckchansi Tribe
Coastal Band of Chumash Indians
Dunlap Band of Mono Indians
Hayfork Band of Norelmuk Wintu Indians
Honey Lake Maidu (Lassen County)
Independence 14 (Miranda Allotment) (Kern County)
Indian Canyon Costanoan Tribe
Lower Lake Koi Nation (Lake County)
Maidu Nation
Mono Lake Indian Community
North Fork Band of Mono Indians
Northern Maidu Tribe
Plumas County Indians, Inc.
Salinan Nation (Monterey County)
Shasta Nation
South Fork Hupa
Todds Valley Miwok-Maidu (Placer County)
Tolowa Nation
United Maidu Nation
Winnemem Band of Wintun
Wintoon Indians of Redding
Wintu Indians of Central Valley
Wintun Indian Nation
Wukchamni Tribe
Yokayo Tribe

APPENDIX C

ELIGIBLE ACTIVITIES: HOUSING NEW CONSTRUCTION

A. ELIGIBLE ACTIVITIES

1. CDBG funds can be used in support of housing new construction projects. CDBG funds can be used for actual construction costs in certain specific cases (see 2., below). The following are eligible uses of CDBG funds in conjunction with the actual construction of new permanent housing:

a. Activity Costs:

- (1) Acquisition of sites by the recipient or other public or private nonprofit entity *Reference: 24 CFR 570.201(a)* ;
- (2) Clearance of sites *Reference: 24 CFR 570.201(d)*;
- (3) Site improvements to publicly-owned land to enable the property to be used for the new construction of housing, provided the improvements are undertaken while the property is still in public ownership *(24 CFR 570.201(c)*;
- (4) Off-site improvements such as utilities, streets, curbs and gutters, sidewalks, parks, and recreation facilities, only where specifically required as condition of project approval *Reference: 24 CFR 570.201(c)*; and
- (5) Actual construction costs or site improvements under limited circumstances (see 2., below) *References: 24 CFR 570.201 (c) and Section 105 (a)(15) of Title 1 of the HCD Act of 1974*; and
- (6) Homeownership assistance for purchase of units for which construction would begin after execution of CDBG standard agreement and clearance of special conditions *Reference: 24 CFR 570.201(n)*.

b. Administrative Costs:

- (1) Site and utility plans, narrative descriptions of the proposed construction, preliminary cost estimates, urban design documentation, and “sketch drawings,” but excluding architectural, engineering, and other details ordinarily required for construction purposes *(24 CFR 570.206(g)(2)*;
- (2) Applications for funding *Reference 24 CFR 570.206(g)(3)*; and
- (3) Application processing fees for specified programs *Reference 24 CFR 570.206(g)(4)*.

Note: These administrative costs can be paid for as a part of the cost of the new construction itself if they are incurred in support of new housing construction activities in accordance with A.2., below; otherwise, they are considered administrative costs.

2. CDBG funds may be used for on-site construction costs of new housing only under the following limited circumstances:

- a. Construction of “last resort housing” when a jurisdiction is providing a displaced person with a comparable replacement dwelling unit, and this can only be accomplished by new construction. Last resort housing provisions are set forth in Federal Regulations 24 CFR Part 42, Subpart I. A plan documenting all efforts to relocate individuals must be

submitted with the application if last resort housing or displacement is part of a new construction proposal *Reference: 24 CFR 570.207(b)(3)(i)*; or

- b. Housing construction, which is part of a “neighborhood revitalization project” *Reference 24 CFR 570.204(a)(1)*, carried out by a “Community Based Development Organization” *Reference 24 CFR 570.204(c)*; or
 - c. A housing construction project which is assistance to a neighborhood-based nonprofit organization, local development corporation, or nonprofit organization serving the development needs of a community in a non-entitlement area. *Reference Section 105(a)(15) of Title 1 of the HCD Act of 1974*; or
 - d. A housing construction project that has received funding through a Housing Development Grant (a HODAG) *Reference 24 CFR 570.201(m)*.
3. The following eligible uses of CDBG funds are evaluated as new construction activities:
- a. Acquisition of permanent rental housing, the majority of which is unoccupied, including any rehabilitation *Reference: 24 CFR 570.201(a)*; and
 - b. Conversion of other types of buildings to housing units (adaptive reuse) *Reference: 24 CFR 570.202(e)*.

B. PROHIBITED ACTIVITIES

With the exception of activities 2.a. through d., above, the construction of new housing with State CDBG funds is generally not eligible. The basis for this is in HUD Regulations (24 CFR Part 570.207(b)(3)): "Block grants may not be used for the construction of new permanent residential structures or any program to subsidize or finance new construction." Generally, CDBG money is used in support of new housing construction projects.

C. ADDITIONAL CONSIDERATIONS

1. Site Acquisition Costs. Applicants are not required to have site control at the time of application. However, site control will be a special condition of a grant award and will need to be obtained within the first 90 days of the grant. Jurisdictions will not be able to use CDBG funds to repay any acquisition costs (for example, bridge loans) incurred prior to the date the state contract is executed and all special conditions have been met.
2. Project Completion. Construction of the housing must be completed and occupied prior to expiration of the CDBG Grant Agreement.
3. Displacement. Federal law requires that displacement due to CDBG activities be minimized. Applicants must design their housing programs with this objective in mind.
4. Other Financing. Applicants are not required to have other financing committed at the time of application. However, the timing of financing will be a specified condition of a grant award.

The applicant must apply for necessary financing in the next funding round of the financing. All other financing must be obtained within one year following the CDBG contract execution.

5. Davis-Bacon and State Prevailing Wage Rates. If CDBG funds are used to pay for any construction costs, then the entire construction contract is subject to Davis-Bacon and State prevailing wage rates.

D. COMMUNITY NEED SCORING

The Department uses several need indicators, as follows:

- Need for new units, based on the jurisdiction's vacancy rate for the tenancy type proposed, taken from the 1990 census or a local survey;
- Percentage of renters who are overpaying based on the 1990 census;
- Rate of overcrowding based on the 1990 census;
- Project demand, based on a *project-specific* waiting list or market study; and
- Need for new low- and very low-income units, based on the council of government (COG) regional share data, as a percentage of the current number of units in the jurisdiction.

If the applicant has extraordinary local circumstances that it feels are not documented by these data sources, the applicant may provide supplemental information in brief narrative form.

APPENDIX D

ELIGIBLE ACTIVITIES: HOUSING ACQUISITION

A. ELIGIBLE ACTIVITIES

The purchase of existing permanent housing, including the costs of any rehabilitation, to be occupied by owners or renters, including the following activities:

1. Acquisition of existing rental housing, the majority of units of which are occupied. This includes acquisition of rental housing projects with “at-risk” project-based subsidies, by the recipient or other public or private nonprofit entity *Reference: 24 CFR 570.201(a) and 24 CFR 570.208(a)(3)*;
2. Homebuyer assistance programs for the acquisition of existing units *Reference: 24 CFR 570.201(n)*; and
3. Resident-purchase of mobilehome parks. *Reference: 24 CFR 570.201(n)*

B. ADDITIONAL CONSIDERATIONS

Displacement. Federal law requires that displacement due to CDBG activities be minimized. Applicants must design their housing programs with this objective in mind.

C. COMMUNITY NEED SCORING

The Department will assess the need for this activity based on the following indicators:

- Jurisdiction’s rental vacancy rate from the 1990 census (or a local survey) or the homeownership rate from the 1990 census, as applicable for the type of project proposed;
- Percentage of renters who are overpaying based on the 1990 census; and
- Rate of overcrowding, based on the 1990 census.

If the applicant has extraordinary local circumstances that it feels are not documented by these data sources, the applicant may provide supplemental information in brief narrative form.

APPENDIX E

ELIGIBLE ACTIVITIES: HOUSING REHABILITATION

A. ELIGIBLE ACTIVITIES

CDBG funds may be used to finance the costs of repairs and improvements to owner- and renter-occupied units, including repair or replacement of principal fixtures and components of existing structures (e.g., the heating system). Under certain circumstances and with prior HCD approval, rehabilitation can also include the demolition and reconstruction of dwelling units. Water or sewer laterals are considered rehabilitation when they are located on private property. The work is typically done by a licensed contractor, but the program will allow the use of sweat equity or an owner acting as a general contractor.

B. PROHIBITED ACTIVITIES

Rehabilitation does **not** include;

- Creation of a secondary housing unit attached to a primary unit;
- Installation of luxury items, such as a swimming pool;
- Costs of equipment, furnishings, or other personal property not as integral structural fixture, such as:
 - a window air conditioner; or
 - a washer or dryer (but a stove or refrigerator is allowed); or
- Labor costs for homeowners to rehabilitate their own property.

C. ADDITIONAL CONSIDERATIONS

Displacement. Federal law requires that displacement due to CDBG activities be minimized. Applicants must design their housing programs with this objective in mind.

D. COMMUNITY NEED SCORING

The Department will use several need indicators:

- Age of housing stock (pre-1960) based on 1990 census data;
- Percentage of overcrowding based on 1990 census data;
- Percentage of units needing rehabilitation based on data in the jurisdiction's adopted housing element. If proposing activity in a target area, a local survey of the target area is acceptable if the data are more recent than the housing element data and less than five years old.

If the applicant has extraordinary local circumstances related to housing stock condition that are not documented by these data sources, the applicant may provide supplemental information in brief narrative format. Also, if the applicant is proposing to work in a specific target area, the Department will accept 1990 census data at the Census Block Group level for the target area(s).

APPENDIX F

ELIGIBLE ACTIVITIES: COMMUNITY FACILITIES

A. ELIGIBLE ACTIVITIES

This activity generally refers to the acquisition, rehabilitation, or new construction of buildings and grounds used for public purposes such as training, health services, education, recreation, nutrition, shelter, day care, and fire protection.

B. INELIGIBLE ACTIVITIES

- **Buildings used for the general operation of local government are not eligible** as community facilities, except that the removal of architectural barriers from such buildings is an eligible activity.
- **The costs of maintaining or operating a community facility are not eligible** as a community facility activity but may be eligible as a public service activity.
- **Refinancing loans on existing community facility buildings is not an eligible use** of CDBG funds unless the refinancing takes place in conjunction with the rehabilitation of the building.
- **Permanent housing is not eligible** To be eligible as a community facility, housing related activities must be designed for use in providing shelter for persons having special needs. Such shelters would include, but not be limited to, nursing homes, convalescent homes, shelters for victims of domestic violence, shelters and transitional facilities for the homeless, halfway houses for runaway children or drug offenders or parolees, group homes for the developmentally disabled and seasonal housing for migrant farmworkers.

C. ADDITIONAL CONSIDERATIONS FOR COMMUNITY FACILITIES

1. Acquisition Costs. Applicants are not required to have site control at the time of application. However, site control will be a special condition of a grant award and will need to be obtained within the first 90 days of the grant. Jurisdictions will not be able to use CDBG funds to repay any acquisition costs (for example, bridge loans) incurred prior to the date the state contract is executed and all special conditions have been met.
2. Other Financing. Applicants are not required to have other financing committed at the time of application. However, the timing of the financing will be a specified condition of any grant award. All financing must be committed within one year following the CDBG contract execution.

D. COMMUNITY NEED SCORING

The Department will assess the need for these activities based on

- the severity of the problem being addressed; and
- the extent to which the proposed action will solve the problem.

Applicants with strong third-party documentation of the problem will be more competitive. Such documentation could include, but not be limited to, waiting list information and data from government agencies. In rating and ranking these proposed activities, the Department will assign points based on the relative severity of problems among all applications. The most competitive applications will address a serious threat to the health, safety or well-being of the proposed beneficiaries.

APPENDIX G

ELIGIBLE ACTIVITIES: PUBLIC WORKS

A. ELIGIBLE ACTIVITIES

Eligible activities. Eligible activities include the costs of acquisition, construction, or installation of the public works project and site or other improvements, including water and sewer facilities, flooding and drainage facilities, utilities, and flood control.

Targeted Income Group Benefit. When addressing a neighborhood or community-wide public works problem, benefit is generally provided to all the occupants of a geographic area or all users of the facility/service. Typically, only a portion of the beneficiaries of such an activity are TIG households, unless the target area is extremely depressed. Lowered benefit will not necessarily prevent an application from being funded, but any activity with less than 100 percent benefit to TIG households is likely to be at a competitive disadvantage with other activities. *Note: Assessments may be paid by CDBG only if the unit is owned and occupied by a TIG household.*

B. OTHER CONSIDERATIONS

1. Site Acquisition Costs . Jurisdictions will not be able to use CDBG funds to repay any acquisition costs (for example, bridge loans) incurred prior to the date the state contract is executed and all special conditions have been met.

C. COMMUNITY NEED SCORING

The Department will assess need for these activities based on

- the severity of the health and safety problem to be addressed; and
- the likelihood that the funds requested will substantially reduce or eliminate the problem.

Applicants with strong third-party documentation will be more competitive. Such documentation could include but not be limited to ranking on other agencies' funding lists and orders from government agencies. In rating and ranking these proposed activities, the Department will assign points based on the relative severity of problems among all applications. The most competitive applications will include documentation that funding for long-term operation and maintenance of the system has been provided for through a structured rate schedule.

APPENDIX H

ELIGIBLE ACTIVITIES: PUBLIC SERVICES

A. ELIGIBLE ACTIVITIES

Under this category, CDBG funds may be used to provide public services including labor, supplies, materials, and other costs. Paying the cost of operating and maintaining that portion of facility in which the service is located is also considered to fall under this category. Public services include, but are not limited to:

- child care
- health care
- job training
- recreation programs
- education
- public safety
- services for senior citizens
- services for homeless persons
- drug and alcohol abuse counseling and testing
- transportation services
- nutrition services

B. RESTRICTIONS ON THE USE OF CDBG FUNDS FOR PUBLIC SERVICES ACTIVITIES

Federal regulations establish these restrictions on the use of CDBG funds for public services:

1. The service must be new in that it has never been provided or has been discontinued more than 12 months prior to the date the application is filed with the Department. Public services currently funded with CDBG grant funds are eligible activities; or
2. The service must be a quantifiable increase in the level of service over the past 12 months unless an otherwise imminent decrease in level is found not be caused by local governmental action.
3. Additionally, the State CDBG allocation for public services cannot exceed 15 percent of the total award to the State in that year.
4. CDBG funds may **not** be used to provide on-going grants or non-emergency (more than three months) to individuals for their food, clothing, rent, utilities, or other income payments.

C. COMMUNITY NEED SCORING

The Department will assess the need for these activities based on:

- the severity of the problem being addressed; and
- the extent to which the proposed action will solve the problem.

Applicants with strong third-party documentation of the problem will be more competitive. Such documentation could include, but not be limited to, waiting list information and data from government agencies. In rating and ranking these proposed activities, the Department will assign points based on the relative severity of problems among all applications. The most competitive applications will address a serious threat to the health, safety or well-being of the proposed beneficiaries.

APPENDIX I
SAMPLE

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City of _____ will conduct a public hearing by the City Council on Tuesday, April 4, 1997, at 8:00 p.m. at the City Hall Conference Room, _____ Street, to the discuss the Fiscal Year 2000 Community Development Block Grant program and to solicit citizen input.

Maximum award limits include a total of \$800,000 per year from the General and Economic Development Components combined. Up to \$500,000 per application per year may be awarded from the General and Economic Development Components. Grants up to \$35,000 per year from the General Planning and Technical Assistance allocation and \$35,000 per year for Economic Development Planning and Technical Assistance allocation may be awarded and do not count toward the \$800,000 cap. The Native American allocation is available for eligible activities in areas with concentrations of Native American Indians not federally recognized as an Indian tribe or rancheria. The amount of Native American funds available varies each year, and a grant from this allocation does not count toward the \$800,000 cap.

The five major activity categories are Housing-New Construction, Housing-Acquisition, Housing-Rehabilitation, Community Facilities/Public Services, and Public Works. Projects funded with CDBG allocations must carry out at least one of three National Objectives, as follows: Benefit to Targeted Income Group (TIG) persons, elimination of slums and blight, and meeting urgent community development needs.

The Community Development/Housing Department on behalf of the City of _____ anticipates applying for the maximum grant amount of \$800,000 under the General and Economic Development Components for housing rehabilitation and Reservation of Funds for small business loans as well as the maximum grant amount of \$70,000 from the General and Economic Development Planning and Technical Assistance Components.

The purpose of the public hearing will be to give citizens an opportunity to make their comments known. If you are unable to attend the public hearing, you may direct written comments to the City of _____, Community Development/Housing Department, _____ Street, _____, CA 95____ or you may telephone _____. In addition, information may be obtained at the above address between the hours of 8:00 a.m. and 5:00 p.m. on weekdays.

**2000 G/NA
STATE CDBG PROGRAM
APPLICATION PACKAGE REQUEST FORM**

Saundra Smith
State CDBG Program
State Community Development Block Grant Program
California Department of Housing and Community Development
P.O. Box 952054, MS 390-2
Sacramento, CA 94252-2054

Please send a 2000 CDBG G/NA Application Package to:

Name: _____

Organization: _____

Address: _____

Telephone: _____

Fax number: _____

To the Applicant:

Mail or fax this request form to:

State Community Development Block Grant Program
California Department of Housing and Community Development
P.O. Box 952054, MS 390-2
Sacramento, CA 94252-2054

Fax number: (916) 323-6016

NOTES: If you return this form and do not receive a mailing within two weeks of your request, please call the CDBG Program Secretary at (916) 445-6000.